

## 2014 MINNESOTA PUBLIC LIBRARY ANNUAL REPORT WORKSHEET

Please complete your report using data/information for January 1, 2014 – December 31, 2014, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2014.

<sup>New</sup> indicates a data element that is new for 2014.

Please note that this document reflects the online submission data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m).

Please contact State Library Services to update information in data elements that are .

### GENERAL INFORMATION

Data Element	Status
G01/G01m Library Name	Red Wing Public Library
G02/G02m Regional System/Sequence Number	S1700
G03/G03m Regional Public Library System	SELCO
G04/G04m Street Address	225 East Avenue
G05/G05m Location is a change from previous year	No
G06/G06m City	Red Wing
G07/G07m ZIP Code	55066
G08/G08m Mailing Address	225 East Av
G09/G09m City	Red Wing
G10/G10m ZIP Code	55066
G11/G11m County	Goodhue
G12/G12m Phone	651-385-3673
G13 Library Web Address	www.redwing.lib.mn.us
G14/G14m Director's Name	Jessica McGee
G15/G15m Director's Phone	651-385-5105
G16/G16m Director's Extension	5105
G17/G17m Director's E-mail Address	jessica.mcgee@ci.red-wing.mn.us

### REPORT FILER - CONTACT INFORMATION

Question	Status
G18 Name of Person Who Prepared the Public Library Report	Jessica McGee

G19 Phone	651-385-5105
G20 E-mail	jessica.mcgee@ci.red-wing.mn.us

## IMLS ADMINISTRATIVE ENTITY CODES

G21) Interlibrary Relationship Code	ME
G22) Legal Basis Code	CI
G23) Administrative Structure Code	SO
G24) IMLS Public Library Definition	Yes
G25) Geographic Code	CI1
G26) Did the legal service area boundary change?	N

## PUBLIC SERVICES INFORMATION

Question	Status
P01/P01m Population of the Legal Service Area	20,772
P02/P02m Registered Users – Residents	9,789
P03/P03m Registered Users – Reciprocal	2,878
P04/P04m Total Registered Users – Automatic Tally	12,667
P05 Last year Registered User Records Were Purged	2014
P06/P06m Visits	170,433
P07/P07m Reference Transactions	18,005
P08/P08m Annual Public Internet Computer Sessions	29,900
P09/P09m Public Internet Computer Sessions Universe	Internet usage tally
*P10 Wireless Sessions (Optional)	
P11 ILL Provided to Other Libraries	10,469
P12 ILL Received from Other Libraries	18,848

## CIRCULATION

Question	Status
P13/P13m Children's Circulation	74,793
P14/P14m Adult Circulation	131,361
P15/P15m Other Physical Media Circulation (No Audience Designation)	0
P16/P16m Total Physical Media Circulation	206,154
P17/P17m Downloadable E-books and E-serials Circulation	9,981
P18/P18m Downloadable Audio and Video Circulation	1,613
P19/P19m Total Downloadable Circulation	11,594
P20 Total Circulation	217,748

## PROGRAMS

Question	Status
P21/P21m Children's Programs	233
P22/P22m Young Adult Programs	24
P23m/P23m Adult Programs	150
P24/P24m Total Programs	407

## PROGRAM ATTENDANCE

Question	Status
P25/P25m Children's Program Attendance	7,750
P26/P26m Young Adult Program Attendance	120
P27/P27m Adult Program Attendance	1,234
P28/P28m Total Program Attendance	9,104

## PUBLIC SERVICE HOURS

Question	Status
H01m Monday Hours	10 a.m. - 7 p.m.
H02m Tuesday Hours	10 a.m. - 7 p.m.
H03m Wednesday Hours	10 a.m. - 7 p.m.
H04m Thursday Hours	10 a.m. - 6 p.m.
H05m Friday Hours	10 a.m. - 6 p.m.
H06m Saturday Hours	9 a.m. - 3 p.m.
H07m Sunday Hours	
H08/H08m Number of Public Service Hours in a Regular Week	49
H09/H09m Number of Public Service Hours in a Seasonal Week	
H10/H10m Seasonal Dates	0
H11m Number of Weeks Library is Open	52
H12/H12m Total Public Service Hours per Year	2,461

## FACILITIES

Question	Status
F01 Central Libraries	1
F02 Branch Libraries	0
F03 Bookmobiles	0
F04 Supplementary Services	0
F05m Outlet Type Code	CE
F06m Number of Bookmobiles (outlet)	0
F07m Facility Type	L
F08m Square Feet	27,196
F09m Year Built	1969
F10m Latest Year Remodeled	1997
F11m Previous Year(s) Remodeled	none
F12/F12m Staff Internet Computers	12
F13/F13m Public Internet Stationary Computers	19
F14/F14m Public Internet Mobile Devices for On-Site Use	0
F15/F15m Total Number of Public Internet Computers/Devices	19
F16m Fiber Optic to Library Building	Yes
F17m Category 6 Wiring within Library?	No
F18m Optimum Internet Download Speed for Public Computers	20.1 and greater Mbps
F19m Typical Internet Download Speed for Public Computers	20.1 and greater Mbps
F20m Optimum Internet Upload Speed for Public Computers	15.1 Mbps - 20.0 Mbps
F21m Typical Internet Upload Speed for Public Computers	15.1 Mbps - 20.0 Mbps
F22/F22m Number of Outlets with Wi-Fi Available to Public	1
F23/Number of Outlets with a Meeting Room	2

Question	Status
F23m Meeting Room Available for Public Use	Yes
F24/F24m Non-Library Sponsored Events	421

## ASSISTIVE TECHNOLOGY

Assistive Technology	Status
Magnifier Available?	
Optical Character Reader (OCR) Available?	
Page Turner Available?	
Screen-enlarging Software Available?	
Speech Input or Output (Screen Reader) Available?	
Other?	
Description	

## FULL TIME EQUIVALENT STAFF INFORMATION

Question	Status
S01/S01m Total ALA/MLS Librarians	4.00
S02/S02m Total Other Librarians	0.00
S03/S03m Total Librarians	4.00
S04/S04m Total Other Staff	5.55
S05/S05m Total Paid Employees	9.55

## PAY RANGES

Question	Status Low Salary	Status High Salary
S06 Regional Director		
S07 Library Director	\$35.82	\$43.70
S08 Assistant Director		
S09 Branch Manager		
S10 Central Library Manager		
S11 Department Head	\$27.33	\$33.34
S12 Other Librarian	\$25.54	\$31.16
S13 Technology Support	\$27.33	\$33.34
S14 Library Support Staff	\$13.55	\$24.73
S15 Administrative Support Staff		
S16 Pages		
S17 Do Any Library Staff Belong to a Union?	No	

## LIBRARY COLLECTION

Question	Status
C01/C01m Print Materials (Books and Periodicals)	74,539
C02/C02m Audio Materials, Physical	3,455
C03/C03m Video Materials, Physical	3,907
C04/C04m Multi-format Materials	28
C05/C05m Other Physical Materials	43
C06/C06m Total Physical Materials	81,972
C07/C07m Print Serial Subscriptions	287

<b>Question</b>	<b>Status</b>
C08/C08m Electronic Serial Subscriptions, Licensed Locally, Downloadable	0
C09 Electronic Serial Subscriptions, Licensed Regionally, Downloadable	0
C10 Total Electronic Serial Subscriptions	0
C11 Electronic Books Licensed Locally	0
C12 Electronic Books Licensed Regionally	10,636
C13 Electronic Books Licensed Statewide	15,191
C14 Total Electronic Books	25,827
C15 Audio Downloadable Units, Licensed Locally	0
C16 Audio Downloadable Units, Licensed Regionally	1,883
C17 Total Audio Downloadable Units	1,883
C18 Video Downloadable Units, Licensed Locally	0
C19 Video Downloadable Units, Licensed Regionally	0
C20 Total Video Downloadable Units	0
C21 Databases Licensed Locally	3
C22 Databases Licensed Regionally	7
C24 Total Licensed Databases, Local/Regional/Other Cooperative Agreement	10
C25 Databases Licensed Statewide	48
C26 Total Licensed Databases	58

## **POLICIES/PLANS**

<b>Question</b>	<b>Status</b>
D01 Strategic Plan	2011
D02 Disaster Plan	None
D03 Policy Manual	None
D04 Records Retention Schedule	2011
D05 Building Accessibility Plan	None
D06 Technology Plan	None
D07 Internet Acceptable Use Policy	2006

## **OUTREACH SERVICES**

<b>Question</b>	<b>Status</b>
O01 Adult Basic Education	Yes
O02 Adult Literacy Organization	Yes
O03 Early Childhood Organization	Yes
O04 Correctional Facility	Yes
O05 Cultural Communities	Yes
O06 Service to Homebound	Yes
O07 School (K12)	Yes
O08 Senior-Centered Organization	Yes
O09 Workforce Development	No
O10 Youth Development Organization	No
O11 Other	nursing homes/medical center/private schools

## BOARD, FOUNDATION, FRIENDS

### LIBRARY BOARD OF TRUSTEES - CONTACT INFORMATION FOR THE YEAR 2014

Question	Status
I01 Trustee Name	Bill Christianson
I02 Trustee Board Position	Board Member
I03 Trustee Mailing Address	523 East Ave Apt 102
I04 Trustee Second Mailing Address	
I05 Trustee City	Red Wing
I06 Trustee ZIP Code	55066
I07 Trustee Telephone	651-388-9673
I08 Trustee Term of Office Completion Year	2015
I01 Trustee Name	Don Regelman
I02 Trustee Board Position	Board Member
I03 Trustee Mailing Address	2536 Malmquist Ave Apt. 202
I04 Trustee Second Mailing Address	
I05 Trustee City	Red Wing
I06 Trustee ZIP Code	55066
I07 Trustee Telephone	651-347-2278
I08 Trustee Term of Office Completion Year	2016
I01 Trustee Name	Lois Burnes
I02 Trustee Board Position	Secretary
I03 Trustee Mailing Address	590 Cherrywood St.
I04 Trustee Second Mailing Address	
I05 Trustee City	Red Wing
I06 Trustee ZIP Code	55066
I07 Trustee Telephone	651-388-6465
I08 Trustee Term of Office Completion Year	2017
I01 Trustee Name	Quinetta Brown
I02 Trustee Board Position	Board Member
I03 Trustee Mailing Address	189 Sargent Dr. Apt. 10
I04 Trustee Second Mailing Address	
I05 Trustee City	Red Wing
I06 Trustee ZIP Code	55066
I07 Trustee Telephone	651-388-5017
I08 Trustee Term of Office Completion Year	2015
I01 Trustee Name	Dawn Erickson
I02 Trustee Board Position	Board Member
I03 Trustee Mailing Address	466 Spring Creek Road
I04 Trustee Second Mailing Address	
I05 Trustee City	Red Wing
I06 Trustee ZIP Code	55066
I07 Trustee Telephone	651-212-9507
I08 Trustee Term of Office Completion Year	2015
I01 Trustee Name	John Hesford
I02 Trustee Board Position	Board Member
I03 Trustee Mailing Address	523 East Ave Apt 101
I04 Trustee Second Mailing Address	
I05 Trustee City	Red Wing
I06 Trustee ZIP Code	55066

I07 Trustee Telephone	651-212-6252
I08 Trustee Term of Office Completion Year	2016
I01 Trustee Name	Leslie Hakala
I02 Trustee Board Position	Vice President
I03 Trustee Mailing Address	27939 Bayview Drive
I04 Trustee Second Mailing Address	
I05 Trustee City	Red Wing
I06 Trustee ZIP Code	55066
I07 Trustee Telephone	651-212-1405
I08 Trustee Term of Office Completion Year	2016
I01 Trustee Name	Richard Falc
I02 Trustee Board Position	Board Member
I03 Trustee Mailing Address	2425 Hallquist Ave
I04 Trustee Second Mailing Address	
I05 Trustee City	Red Wing
I06 Trustee ZIP Code	55066
I07 Trustee Telephone	651-385-9225
I08 Trustee Term of Office Completion Year	2014
I01 Trustee Name	Scott Vaughn
I02 Trustee Board Position	President
I03 Trustee Mailing Address	535 Summit Ave
I04 Trustee Second Mailing Address	
I05 Trustee City	Red Wing
I06 Trustee ZIP Code	55066
I07 Trustee Telephone	651-388-0056
I08 Trustee Term of Office Completion Year	2017

## LIBRARY FOUNDATION

Question	Status
I09/I09m Does This Library Have a Foundation?	No
I10/I10m Foundation Name	
I11/I11m Foundation President's Name (For 2014)	
I12/I12m Foundation Mailing Address	
I13/I13m Foundation Second Mailing Address	
I14/I14m Foundation City	
I15/I15m Foundation ZIP Code	
I16/I16m Foundation Telephone	

## LIBRARY FRIENDS

Question	Status
I17/I17m Does This Library Have a Friends Group?	Yes
I18/I18m Friends Group Name	
I19/I19m Friends President's Name (For 2014)	Pat Tieskotter
I20/I20m Friends Mailing Address.	Red Wing Public Library
I21/I21m Friends Second Mailing Address	225 East Ave
I22/I22m Friends City	Red Wing
I23/I23m Friends ZIP Code	55066
I24/I24m Friends Telephone	651-385-3673

## FINANCIAL DATA

### OPERATING REVENUE

Question	Status
<b>LOCAL GOVERNMENT</b>	
<b>City</b>	
R01) City Direct	\$914,290
R02) City Indirect	\$0
R03) City Operating Revenue Total	\$914,290
<b>County</b>	
R04) County Direct	\$108,275
R05) County Indirect	\$0
R06) County Total	\$108,275
<b>Other Local Government</b>	
R07) Other Local Government Direct	\$0
R08) Other Local Government Indirect	\$0
R09) Other Local Government Operating Revenue Total	\$0
R10) Total Local Government Operating Revenue	\$1,022,565
<b>STATE</b>	
R11) Arts & Cultural Heritage Fund	\$0
R12) Regional Library Basic System Support	\$0
R13) Regional Library Telecommunications Aid	\$0
R14) Other State	\$0
R15) Total State Government Operating Revenue	\$0
<b>FEDERAL</b>	
R16) Federal Library Services and Technology Act	\$0
R17) Federal Direct	\$0
R18) Federal Indirect	\$0
R19) Total Federal Operating Revenue	\$0
<b>OTHER</b>	
<b>Regional System</b>	
R20) Regional System Direct	\$7,426
R21) Regional System Indirect	\$22,508
R22) Regional System Operating Revenue Total	\$29,934
<b>Multicounty, Multitype</b>	
R23) Multicounty, Multitype Direct	\$0
R24) Multicounty, Multitype Indirect	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0
R26) Other Operating Direct	\$57,765
R27) Other Operating Indirect	\$0
R28) Other Operating Total	\$57,765
R29) Total Regional; Multicounty, Multitype and Other Operating Revenue	\$87,699
R30) Total Operating Revenue	\$1,110,264

### OPERATING EXPENDITURES

#### PERSONNEL EXPENDITURES

Question	Status
E01) Salaries & Wages	\$495,508



E02) Employee Benefits	\$175,213
E03) Total Personnel Costs	\$670,721

## COLLECTION EXPENDITURES

Question	Status
E04) Collection Expenditures Print Materials	\$104,816
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)	\$0
E06) Collection Expenditures Electronic Materials Databases	\$1,500
E07) Collection Expenditures Electronic Materials Other Electronic Materials	\$12,500
E08) Collection Expenditures Electronic Materials Expenditures Total	\$14,000
E09) Collection Expenditures Other Materials Audio& Video Physical Materials	\$20,754
E10) Collection Expenditures Other Materials Other Physical Materials	\$0
E11) Collection Expenditures Other Materials Expenditures Total	\$20,754
Collection Expenditures Physical Materials Total	\$125,570
E12) Total Collection Expenditures	\$139,570

## OTHER

Question	Status
E13) Other Operating Expenditures	\$236,753
E14) Total Operating Expenditures	\$1,047,044
E15) Expenditures Equal To or Less than Income?	Yes

## CAPITAL REVENUE – DIRECT AND INDIRECT

Question	Status
<b>LOCAL</b>	
<b>City</b>	
R31) City Direct	\$259,608
R32) City Indirect	\$0
R33) City Capital Revenue Total	\$259,608
<b>County</b>	
R34) County Direct	\$0
R35) County Indirect	\$0
R36) County Capital Revenue Total	\$0
<b>Other Local Government</b>	
R37) Other Local Government Direct	\$0
R38) Other Local Government Indirect	\$0
R39) Other Local Government Capital Revenue Total	\$0
R40) Total Local Government Capital Revenue	\$259,608
<b>STATE</b>	
R41) Library Construction Grant	\$0
R42) Other State Capital Revenue	\$0
R43) Total State Government Capital Revenue	\$0
<b>FEDERAL</b>	
R44) Federal Government Capital Revenue Library Services and Technology Act	\$0
R45) Federal Capital Direct	\$0

<b>Question</b>	<b>Status</b>
R46) Other Federal Indirect Capital Revenue	\$0
R47) Total Federal Government Capital Revenue	\$0
<b>OTHER</b>	
<b>Regional System</b>	
R48) Regional System Direct	\$0
R49) Regional System Indirect	\$0
R50) Regional System Capital Revenue Total	\$0
<b>Multicounty, Multitype</b>	
R51) Multicounty, Multitype Direct	\$0
R52) Multicounty, Multitype Indirect	\$0
R53) Multicounty, Multitype Capital Revenue Total	\$0
R54) Other Capital Direct	\$0
R55) Other Capital Indirect	\$0
R56) Other Capital Revenue Total	\$0
R57) Total Regional, Multicounty Multitype and Other Capital Revenue	\$0
R58) Total Capital Revenue	\$259,608

## **CAPITAL EXPENDITURES**

<b>Question</b>	<b>Status</b>
EC01) Total Capital Expenditures	\$0

## **IN-KIND OPERATING CONTRIBUTIONS**

<b>Question</b>	<b>Status</b>
R59) In-Kind Operating Contributions City	\$0
R60) In-Kind Operating Contributions County	\$0
R61) In-Kind Operating Contributions All Other	\$0
R62) Total In-Kind Operating Contributions	\$0

## **IN-KIND EXPENDITURE AREAS**

<b>Question</b>	<b>Status</b>
EKA01) Personnel	\$0
EKA02) Collection	\$0
EKA03) All Other Operating Expenditures	\$0
EKA04) Total In-Kind Operating Contributions	\$0

## **IN-KIND CAPITAL CONTRIBUTIONS**

<b>Question</b>	<b>Status</b>
R63) In-Kind Capital Contributions City	\$0
R64) In-Kind Capital Contributions County	\$0
R65) In-Kind Capital Contributions All Other	\$0
R67) Total In-Kind Capital Contributions	\$0



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